

Job Club Workshop

PRESENTED BY ARIZONA@WORK - CITY OF PHOENIX

Workshop Highlights:

- Resume Tailoring for Success: Learn how to create a resume that catches employers' attention!
- Behavioral Interview Strategies
- Job Search Tips & Networking: Get the tools and connections you need to succeed.

Who Should Attend?

- Individuals seeking employment or career advancement.
- Anyone who wants to stand out in the job market!

Get Ready for Your Next Career Opportunity!

- ♦ FREE Professional Work Readiness Training ♦
- Open To All Job Seekers!

Explore Career Options, Boost Your Resume, & Master Your Interview and Soft Skills

- ✓ Learn Powerful Job Search Strategies
- ✓ Craft a Standout Resume
- ✓ Ace Your Interview with Confidence
- ✓ Personalized Feedback from Experts



Online Workshops

Join [HERE](#)



Job Center Locations

City of Phoenix – West

- 3406 North 51st Avenue, Phoenix, AZ 85031
- Phone: (602) 495-6906

City of Phoenix – South

- 4635 South Central Ave, Phoenix, AZ 85040
- Phone: (602) 495-6905

Find more information by visiting the

City of Phoenix, Human Services Department website.



Equal Opportunity Employer/Program
Auxiliary aids and services are available upon request to individuals with disabilities. To request this document in alternative format or for further information about this policy, contact your local office: TTY/TDD Services: 7-1-1 • Disponible en español en línea o en la oficina local.
<https://www.phoenix.gov/administration/departments/humanservices/programs-services/workforce-solutions.html>

October 2026 Workshop Schedule

Mondays – Self and Career Exploration

Discover your ideal job, explore careers matching your interest and personality, and learn tools for effective career research.

- Time: 10:30 AM - 12:30 PM
- October 5, 19 & 26 Location: Virtual
- Oct 5: In-person West Job Center
- Oct 26: In-person South Job Center

Tuesdays – Create a Winning Resume

Learn insider tips for writing and accomplish crafting cover letter, building resumes and selecting references.

- Time: 10:30 AM - 12:30 PM
- October 6 & 27 Location: Virtual
- Oct 6 In-person/Virtual Time: Palo Verde Library 4402 N 51st Ave, Phx, AZ 85031
- Oct 20 In-person ONLY South Center
- Oct 27 In-person Ocotillo Library 102 W Southern Ave, Phx, AZ 85041

Wednesday – Soft Skills for Success

Prepare Understand how soft skills can help you in the workplace.

- Time: 10:30 AM - 12:30 PM
- October 7 & 21 Location: Virtual

Thursdays – Interview Skills for Success

Prepare for interviews by learning how to answer questions, present yourself, and follow up after the interview.

- Time: 10:30 AM - 12:30 PM
- October 1, 8 & 29 Location: Virtual
- Oct 22 In-person ONLY West Job Center
- Oct 29 In-person Ocotillo Library 102 W Southern Ave, Phx, AZ 85041



ARIZONA@WORK City of Phoenix is funded by the US Department of Labor, scan to view federal funding disclosure (Stevens Amendment)